

CONFIDENTIAL

UNITED STATES GOVERNMENT

# Memorandum

120/S 67-1215

TO : Special Planning Assistant/DDS

DATE: 1 March 1967

FROM : Registrar/TR

SUBJECT: External Training Budgeting for Fiscal Year 1968

1. With reference to our discussions on the addition of selected quota courses to be added to that training for which OTR will budget, attached are the courses we believe should fall in this category. Attachment 1 lists five Department of Defense courses. Although we request and receive quotas for many other DOD-sponsored courses (according to our records, over 25 were used in the last fiscal year), most of them fill the requirements of individual components and the enrollment is limited. (e.g., the Office of Security sends 3 or 4 employees each year to the Physical Security Course, Ft. Gordon, Ga.; the Office of Logistics sends two employees each year to the Basic Ammunition Inspector Course, Savanna, Ill.; et cetera.) Therefore, it was determined that budgeting for these courses, even though they are quota courses, should remain with the individual components.

2. Attachment 2 lists the PPB courses conducted by the Civil Service Commission. Our use of interagency training programs is extremely wide-spread, as you know, but these PPB courses are the only ones that are handled on an assigned quota basis. Again, the same rationale was used when considering the addition of all interagency programs to the OTR budget. There are a few other interagency courses which will continue to be funded by the centralized training budget, e.g., Management Development Program for Federal Executives, (USDA); Middle Management Institute, (CSC); etc., but the reason for this is because they fall under the aegis of the Training Selection Board.

3. In summary, if the attached quota courses are added to the centralized training budget, it will then include, in addition to these courses, all Training Selection Board courses (with the exception of full-time academic training) and the Foreign Service Institute contract.

[Redacted Signature Box]

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Registrar  
Office of Training

GROUP  
Excluded from automatic  
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COURSE	LOCATION	APPROXIMATE NO. OF SPACES	COST PER STUDENT	TOTAL
Nuclear Weapons Adv. Orien. (1 week)	Sandia Base, New Mexico	90 allocated and requested	\$300.00	\$27,000.00
CBR Weapons Orien. (4 days)	Dugway Proving Ground	50 allocated and requested	\$300.00	\$15,000.00
Missile System and Logistical Support Orien. (2 weeks)	Huntsville, Alabama	17 allocated 40 requested	\$325.00	\$5,525.00 (allo.) \$13,000.00 (req.)
Ballistic Missile Staff Course (1 week)	Vandenberg Air Force Base	18 allocated 40 requested	\$400.00	\$7,200.00 (allo.) \$16,000.00 (req.)
Sr. Officer Counter- insurgency (1 week)	Ft. Bragg	6 allocated	\$130.00	\$780.00

# 55,505

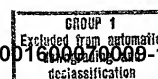
TOTAL COST WITH ACTUAL SPACES ALLOTTED \$31,205.00

# 71,785

TOTAL COST WITH ACTUAL REQUIREMENTS \$47,480.00

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CIVIL SERVICE COMMISSION QUOTA COURSES

EXECUTIVE SEMINAR IN PLANNING, PROGRAMMING, BUDGETING (3 weeks)

Approximate number of students 10

Tuition per student \$300.00

TOTAL \$3,000.00

Travel Costs

Per diem--15 days @ \$16.00 \$240.00

TOTAL \$2,400.00

Travel from Washington to Cambridge  
and return for one student \$65.00

Travel from Washington to Char-  
lottesville, Va. and return for  
one student \$35.00

TOTAL \$100.00

GRAND TOTAL \$5,500.00

EXECUTIVE ORIENTATION IN PLANNING, PROGRAMMING, BUDGETING (3 days)

Tuition per student \$45.00

Number of classes (tentative from CSC) 6

Approximate number of students per class 6

TOTAL \$1,620.00

A. Above information obtained from Course Coordinator, CSC. Figures are approximate because dates, quotas, and locations for FY 1968 are undetermined. Most of the Exec. Seminars will be held in the Washington area; one or two will be at other locations (on the East Coast, however, none will be at Monterey).

B. The Exec. Orien. is being re-designed into a 3-day course; CSC will probably not run it on a quota basis, so figures here are just "guesses"; and we may wish to drop it from consideration for centralized budgeting.

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